

mid-atlantic archivist

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FALL 1983 MARAC MEETING AT HARPER'S FERRY, WV

The Fall 1983 MARAC meeting, scheduled for Harper's Ferry, WV, will be held November 3-5 at the enchanting Cliffside Inn, just outside of Harper's Ferry. The Local Arrangements Committee, co-chaired by Anne Effland and Mike Musick, reports that this meeting will afford MARAC members the opportunity to enjoy an Autumn weekend in West Virginia's lovely Eastern Panhandle. In addition to tours of historic Harper's Ferry, meeting participants will have the chance to visit the many other sites of historic interest in the area, including Antietam National Battlefield, historic Charles Town and Shepherdstown, and the Washington family homes, among others. There will also be opportunities for enjoying the natural beauties of the Harper's Ferry region through walks on the Appalachian and other nearby trails or on river trips on the Potomac and Shenandoah. Good country restaurants abound in the surrounding towns, as well as in Harper's Ferry proper, along with a multitude of book, antique and craft shops. For those who enjoy horse-racing, the Charles Town Race Track is only minutes away.

The Program Committee, chaired by Bruce Ambacher, is developing sessions with an eye to appealing to the full range of MARAC members' interests. Some of those already planned will consider: techniques for dealing with in-house lawyers; effective communication with various archives' constituencies; problems and prospects for Mid-Atlantic state archival histories; adaptive reuse of historic buildings for archives and libraries; disaster planning; processing Congressional collections; moving an archives; computerization of in-house finding aids for national collections of architectural records; professionalization of religious archives; the role of college and university archives in documenting minority experiences in higher education; practical uses for computers in archives; nineteenth and twentieth century financial records; mass conservation techniques; and preser-

vation of local government records. Additional sessions are being planned. There will also be tours available of the National Park Service's Harper's Ferry Center facility, which includes their national exhibit design center and museum conservation laboratory, and the National Park Service library and archives.

So mark your calendars for Harper's Ferry in November! Pre-registration materials will be available by early September and more details will appear in the Fall issue of *maa*.

NEW BRUNSWICK MEETING HIGHLIGHTS

Over 250 Mid-Atlantic archivists met at the Hyatt Regency in New Brunswick, May 19-21, 1983. The first scheduled activities included tours and demonstrations at the Rutgers University Library Annex, the Thomas A. Edison Papers editorial project and computer operations, and the New Jersey State Records Center. A dinner sponsored by MARAC's New Jersey State Caucus honoring Donald A. Sinclair followed.

The half-dozen adventurous souls who were able to stagger out of bed at 6 am Friday and Saturday were treated to running tours of New Brunswick featuring the newly renovated downtown business district, Johnson and Buccleugh Parks, and the campuses of Rutgers University, Douglass College, and the agricultural school, Cook College. The well-stocked hospitality parlor entertained over 100 conference participants until the early hours of Friday and Saturday mornings.

Sessions and workshops centered around the theme "Archives and Users: Toward the Year 2000." A sum-

NJ HIGHLIGHTS continued on page 5

FROM THE EDITORS ...

This issue of the *mid-atlantic archivist* is the first one in many years that has not been edited by Donald Harrison. Under Don's leadership, this newsletter has become one of the very best of its kind. It has provided MARAC members with a wealth of information and an opportunity to publicize collections and activities throughout the region. We hope to continue that tradition and consequently will make very few changes in the content. We also continue to urge everyone to convey information, or even better, to send articles in order to assure complete representation of the membership. We request that articles for *maa* be typed and double-spaced. The *mid-atlantic archivist* will continue to be published quarterly with firm deadlines of March 1, June 1, September 1, and December 1.

Ronald Becker is serving as the new editor. He is Curator of Manuscripts and Rare Books at Rutgers University and has been active in MARAC since its inception. Leslie Hansen Kopp is the new production editor. She is the Proprietor of the Conservation Consortium and a consulting archivist for the Dance Notation Bureau and the Paul Taylor Dance Company. Ellen McCrady (Columbia University) and Susan Swartzburg (Rutgers University) are continuing as preservation news editors. Mary Boccaccio (Jacob Javits Papers, SUNY at Stony Brook) continues as book review editor. Gregory Hunter (United Negro College Fund) remains the technical leaflet series editor. Carla Lauer (Action Mail) is the circulation editor.

We are very much looking forward to the challenge of continuing Don's fine work and meeting the expectations of the membership for a first-class newsletter. Please don't hesitate to contact us about any aspect of the *mid-atlantic archivist* and remember that September 1 is our next deadline!

Ron Becker (201) 932-7006
Leslie Hansen Kopp (212) 222-3186

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MARAC BUSINESS MEETING
NEW BRUNSWICK, NJ
MAY 21, 1983

The meeting opened at 9:10 am. Bob Sink gave the Treasurer's report and announced that the Steering Committee approved the proposed budget. Laura Grotzinger gave the membership report.

Lisa Hottin made the following motion:

Whereas lovely New Brunswick, New Jersey has proved to be a corridor city par excellence. And, whereas, the Local Arrangements Committee, ably chaired by Ron Becker, has provided wonderful accommodations at a wonderful price by following the MARAC tradition of signing contracts with hotels before they're built.

And, whereas, without the dedicated corps of local arrangers there would be MARAC joggers in search of a route at 6:30 am and a Hospitality Suite without hospitality.

Therefore, be it resolved that the Steering Committee and members of MARAC gratefully acknowledge and appreciate the hard work and dedication of the Local Arrangement Committee to make this New Brunswick meeting a great success.

The motion was seconded by Ed Oetting and passed unanimously.

Susan Davis made the following motion:

Whereas the 1983 Program Committee, chaired by Ruth Simmons, developed an especially interesting and informative program on the theme of *Archives and the User: Toward the Year 2000*.

Therefore, the Program Committee should be commended for its fine work, and all its members asked to serve on many future committees in the next few years.

It was seconded by Lisa Hottin and passed unanimously.

Arthur expressed MARAC's appreciation to the Hyatt Regency hotel staff for their assistance and cooperation.

Ron Becker and Leslie Hansen Kopp were introduced as the new newsletter editor and production editor, respectively. The deadline for articles submitted for the next issue is June.

On behalf of the Arleen Custer Award Committee, Bob Morris announced the winner of this year's award: Roland Baumann, editor of the *Manual of Archival Techniques*, published by the Pennsylvania Historical and Museum Commission, Harrisburg.

Annamarie Sandeckki announced that she would provide copies of the membership survey to interested parties and that copies of the final survey analysis report are available as well. Adele Lerner asked that MARAC commend Annamarie for her work on the survey.

Arthur commended Don Harrison and Bruce Ambacher for their dedication to the newsletter. Applause! He also thanked the Steering Committee for its assistance.

Lisa Hottin, Chairperson of the Nominating Committee reported that 253 ballots were returned. The results were: Bruce Ambacher, chairperson; Adele Lerner, Roland Baumann, Don Harrison, Sr. Mary Ellen Gleason, Tom Mills, members-at-large; Peter Parker and Leonard Rapport, Custer Committee. Arthur expressed the organization's thanks to the Nominating Committee.

Elsie Freeman reported for the Finding Aids Award Committee. In September, 1982, the committee established standards to be considered in finding

aids submitted for consideration. These will be issued in the next newsletter with a request for submissions from the membership. The committee hopes to have entries for review and to be able to present an award either in the Fall or by next Spring.

As a result of the membership survey, the Steering Committee approved two task forces to be set up. One will look at meeting structure, to be convened by Susan Davis. The second will concentrate on mission, goals and structure of the Steering Committee, to be convened by Fred Miller with assistance from Lucious Edwards, Denis Sennett and Jackie Goggin.

Arthur Breton adjourned the meeting at 9:51 am.

TREASURER'S REPORT

CASH ON HAND, checking account,
January 21, 1983 \$8,352.60

Income, January 21 - May 18, 1983

Membership dues	\$ 925.00
Donations	2.00
Publication sales	3.00
From DC Caucus	300.00
Interest	57.80
Cancelled check	130.37
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	\$1,418.17

Expenses, January 21 - May 18, 1983

Steering Committee meeting	\$ 424.94
Mailing labels	155.18
Returned check	5.00
Bank charges	3.00
Nominating committee	322.00
To DC Caucus	300.00
Virginia per capita	52.00
Guidelines	
printing	300.00
mailing	133.66
Membership questionnaire	
printing	189.00
mailing	143.89
Newsletter (Vol.12,#1&2)	
printing	474.00
mailing	182.11
To money market fund	5,000.00
Purchase of T-shirts	850.00
	<hr/>
	\$8,534.78

CASH ON HAND, checking account,
May 18, 1983 \$1,235.99

CASH ON HAND, money market fund,
February 2, 1983 \$ 0

Income, February 2 - May 18, 1983

From checking account	\$5,000.00
Interest	110.56
	<hr/>
	\$5,110.56

CASH ON HAND, money market fund,
May 18, 1983 \$5,110.56

TOTAL CASH ON HAND, May 18, 1983 \$6,346.55

Respectfully submitted,
Robert Sink, Treasurer

1983-1984 PROPOSED BUDGET

Income

Membership dues	\$3,400
Bank interest	510
Conferences	750
Publication sales	225
T-shirt sales	750
	<hr/>
	\$5,635

Expenses

Steering Committee	\$ 900
Nominating Committee	400
Task forces	300
Newsletter	2,100
Publications	1,085
printing \$950	
mailing 135	
Post Office permit	40
State caucuses	680
Supplies	150
	<hr/>
	\$5,655

DEFICIT \$20

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MARAC STEERING COMMITTEE MEETING

NEW BRUNSWICK, NEW JERSEY

MAY 19, 1983

Arthur Breton called the meeting to order at 6:06 pm. Those present were Karen Stuart, Carl Lane, Judy Thorne, Susan Davis, Robert Sink, Br. Denis Sennett, Lucious Edwards, Mary Ellen Gleason S.C., Adele Lerner, Barbara Benson, Mike Musick, Roland Baumann, Bruce Ambacher, Lisa Hottin, Leslie Hansen Kopp, Annamarie Sandecki, Don Harrison, Arthur Breton and Laura Grotzinger.

Arthur welcomed the new committee members attending the meeting. He announced that Anne Effland was moving to Iowa and that Jean Elliott would serve the remainder of her term and assist Mike Musick with local arrangements for the fall meeting in Harpers Ferry.

Treasurer's report: Bob Sink distributed copies of the Quarterly Report and a proposed budget. Lisa Hottin announced that a new T-shirt design would be presented at the next Steering Committee meeting. It was decided that the price for the present design T-shirts would remain at \$5.00; the cost for the new shirts will be higher. Denis Sennett moved that the proposed budget be approved. It was seconded and approved.

Secretary's report: Membership as of May 18, 1983 is 496 paid. Breakdown by state caucus is: DE - 13; DC - 116; MD - 37; NJ - 39; NY - 107; PA - 102; VA - 39; WV - 12. A renewal notice will be sent out on September 1, 1983, which is 30 days before the start of the new membership year.

Fall 1983 Meeting, Harper's Ferry: The dates for the meeting will be November 3-5. Judy Thorne announced that arrangements have been cleared with Cliffside and other options are available. Fred Miller expressed concern about obtaining another block of rooms at a separate hotel to take care of additional people. Susan Davis recommended that one person on local arrangements be a contact for arranging for roommates. Bruce Ambacher, program chair, reported that four time slots had been set up, each with five concurrent sessions. Time will be available for affinity groups as well as state caucuses to meet. The program will end at noon on Saturday to allow for an organized tour of the Antietam battlefield at 1:00 pm. There is no prevalent theme, nor is a plenary session planned. The Appalachian Mountain Archives group is working to arrange some concurrent activity. The Friday night reception will be held in the historic district of Harper's Ferry. Arrangements for carpooling should be made through the state representatives.

Spring 1984 Meeting, Rochester, NY: As of this date there was no program chairman and there had been no communication from local arrangements chair Alma Creek. A discussion followed concerning the site selection and what should be done. The final decision was to contact the chairperson immediately and request definite plans. This was moved by Lisa Hottin and seconded by Lucious Edwards. Arthur announced that Bruce Dearstyne had volunteered to be program chair.

Finding Aids Award Committee: The committee was dependent upon the newsletter to make known the criteria. Since the newsletter came out late, the membership did not have sufficient opportunity to submit entries. Jackie Goggin noted that many members seemed opposed to the award. The committee will delay any determination of a "winning" entry.

Newsletter: Arthur announced that the new editors are Ron Becker and Leslie Hansen Kopp. Deadlines

for submission of articles for the newsletter will be established and distributed. Discussion followed concerning accepting paid advertising in the *mid-atlantic archivist*, how it would affect the organization's tax-exempt status and how rates would be established. Leslie and Ron are to develop a proposal to be considered at the next Steering Committee meeting with reference to paid advertising.

Publications Proposals: Committee members Richard Cox and Tim Walch sent a recommendation to the committee that the previously discussed 10th anniversary volume not be produced. This was based on the number of articles submitted. The work by Charlene Bickford about the Coalition to Save Our Documentary Heritage will be published as archival publication #4 by MARAC. An area of possible coordination with the NEA is the publication of technical leaflets that would appear in both newsletters. Bruce and Arthur will meet with Eva Mosley of NEA to discuss publications sometime during this conference.

Abolition Society Fellowship Report: Lucious Edwards reported a discussion with Peter Parker concerning the possibility of lifting the two year restriction for grant applicants due to the limited opportunities for job mobility. The committee was also discussing whether it be left up to the winner which session to attend. Announcements will be mailed in mid-August. Applicants will have to submit job descriptions as part of their application.

Custer Award Committee: The award was given to Roland Baumann as editor of *Manual on Archival Techniques*. The Steering Committee discussed a proposal to change the qualifications for the award. Originally, the award was established to encourage people to prepare texts for publication. The few pieces submitted were not new works. Lisa Hottin recommended that a new committee of previous committee members be formed to revise the guidelines and encourage more participation. Arthur Breton stated that \$100 was not worthwhile to encourage writing and as committee head had tried to increase the stipend. Roland interjected that published pieces were not previously considered for the award. Continual altering of the guidelines causes confusion among members over what will or will not be considered by the committee. Arthur recommended that the committee review both published and unpublished works for the award. Jackie Goggin stated that it is everyone's responsibility to encourage entries, that announcements and guidelines be published in newsletters. Further discussion followed concerning the current \$100 stipend. Denis Sennett suggested that changes in the guidelines be left up to the Custer Award Committee. Susan Davis moved that incoming and holdover members consult with past committee chairs concerning the problems encountered, that they make recommendations for possible changes, and report back to the Steering Committee. The motion was seconded by Lisa Hottin. It passed unanimously.

Guidelines: A final report prepared by Cynthia Swank was distributed to attendees. Erika Thickman Miller recommended the formation of a committee to distribute the guidelines most effectively in the Delaware Valley, Virginia and West Virginia areas. The committee would consider three means for distribution: gratis mailing directly to organizations and people; initial mailer to determine whether or not an agency is interested in receiving a copy; or send publication announcement and have interested parties purchase a copy. Committee would consider enclosing a MARAC application with all copies distributed, offering a reduced rate membership. The committee would review the response and the effect of the distribution and determine benefit to MARAC. Lucious Edwards stated that the Virginia newsletter would be willing to run advertisements for the *Guidelines*. Numerous institutions are looking for guidance. Denis Sennett brought out two major problems: only 350 extra copies were printed and he could not get another printing for another year. Bob Sink opposed the mass mailing of the publication, recommending sending copies out for review. [Arthur recommended that each Steering Committee member receive five copies gratis for distribution.] Due to combined printing and mailing costs, such a project requires careful budgeting. Bruce Ambacher moved that the committee approve the concept of Erika's committee, but that Bob Sink has final say based on the total projected costs. The motion was seconded and passed unanimously.

Membership Survey: The questionnaire distributed by Annamarie Sandeck had a 40% response. Annamarie announced that other regional archives groups have requested copies of the final analysis. The committee also suggested a copy be sent to SAA. The returned questionnaires will be added to the MARAC Archives. In her final report, Annamarie recommended the development of four Task Forces based on annual meetings, Steering Committee meetings and administrative procedures and policies. It was decided that one person from the Steering Committee would be appointed as convener to set up each task force.

A Committee on Publications currently exists so a copy of the task force agenda will be forwarded for its discussion. Susan Davis volunteered for the Semi-Annual Meeting Task Force that was approved to look at problems with the structure of meetings. Discussion concerning task forces to look at the Steering Committee and policies and procedures ended with a motion by Fred Miller, that a group study the missions, goals and structure of the Steering Committee based on the survey findings. This was seconded and passed. Fred Miller will be the convener; Denis Sennett, Lucious Edwards and Jackie Goggin will serve on the task force.

Finally, the members of the Steering Committee commended Arthur Breton for the work done during his term as chairperson. The meeting was adjourned at 9:05 pm.

Respectfully submitted,
Laura A. Grotzinger, Secretary

NJ HIGHLIGHTS *continued from page 1*

mary of the program and responses to it will be featured in the Fall issue of *maa*.

There were also many helpful comments that will be passed along to future arrangements committees. We were very fortunate to be headquartered in such a good hotel at an inexpensive price. Once again, we learned that it pays to book a hotel before it is built! All in all, we were very happy with the meeting and the favorable feedback resulting from it. It was truly a pleasure to host MARAC in New Brunswick.

- Spring 1983 Local Arrangements Committee

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MODERN ARCHIVES INSTITUTE SCHOLARSHIP

For the second year, The Abolitionist Society of Pennsylvania will sponsor a \$500 scholarship to the Modern Archives Institute. The Society established the scholarship in the hope that caring for the records of Afro-American life and culture improves archivists' professional abilities. The Society has stipulated that applicants should have a college degree, and have been employed for less than two years in a professional capacity at an archival institution having significant holdings in Afro-Americana. They have also asked that preference be given to candidates sharing that heritage.

The scholarship will be administered by a special awards committee of MARAC, chaired by Lucious Edwards, Jr., University Archivist, Virginia State University. Please forward a job description and two letters of recommendation by October 1, 1983, to Mr. Edwards, MARAC Special Awards Committee, Virginia State University, Box JJ, Petersburg, VA 23803 [(804) 520-6172].

* * *

GET 'EM WHILE THEY'RE RED HOT!

They're back again... Those infamous MARAC T-shirts. They sold like HOT CAKES at the New Brunswick meeting in May. This is the last run of the original design with the filing cabinet motif, so they are on their way to being collectors' items by next year! SO GET 'EM WHILE THEY'RE HOT! Snazzy black on red, they breathe at 100% cotton (they shrink a bit, too) and available in children's S (4-6) and M (8-10) as well as adult sizes S, M, L, and XL for the incredible price of only \$5.00 plus \$1.00 shipping. Write or call Lisa M. Hottin at American Irish Historical Society, 991 Fifth Avenue, New York, NY 10028, (212) 288-2263 ... and get 'em while they're RED!!!

MARAC STEERING COMMITTEE MEETING

BALTIMORE, MD

JANUARY 24, 1983

Arthur Breton called the meeting to order at 10:42 am. Those present were Karen Stuart, Bruce Ambacher, Tim Walch, Ron Becker, Bob Sink, Jackie Goggin, Susan Davis, Frederic Miller, Arthur Breton, Lucious Edwards, Anne Effland, Michael J. Cox, Don Harrison and Laura Grotzinger.

Treasurer's report: About \$1,500 profit was made on the Philadelphia meeting; this reduces the immediate need for a dues increase. The committee approved the deposit of \$5,000 into a money market fund offering 10% interest. Bob recommended that each state representative look into applying for state tax-exempt status for MARAC, respectively, and report on progress at the next meeting.

Secretary's report: Membership as of January 23, 1983 is 630. Breakdown by state caucus is: DE - 17; DC - 163; MD - 47; NJ - 45; NY - 169; PA - 122; VA - 52; WV - 15; and other - 20.

Spring 1983 Meeting: Ron Becker reported both the local arrangements and program committees' finalizing plans. The New Jersey Historical Commission will take care of the printing and mailing of registration information.

MARAC Publication: Richard Cox reported that a list of articles had been submitted. Eva Mosley, NEA, had no definite list. The general recommendation was to wait and see what is voluntarily submitted before determining a theme and soliciting additional articles. Such a decision is at least six months away. Other possible directions for possible publications were discussed. One recommendation was to develop an annual bibliography on archival administration in conjunction with SAA. The need to establish a precedent of quality publications was stressed. A determination will be made by the New Brunswick meeting.

Fall 1983 Meeting, Harper's Ferry: Chairpersons will be Anne Effland and Michael Musick for local arrangements and Bruce Ambacher for program. Tentative dates are November 5-7. Themes recommended were small repositories and networking.

Spring 1984 Meeting: to be held in Rochester, NY. Alma Creek has agreed to be local arrangements chairperson.

Nominating Committee Report: Susan Davis reported on the ballot to date. Ballots to be sent out on February 28. A discussion followed concerning the number of women on the slate for chairperson. The Steering Committee charged the committee to consider women and minorities, ensuring both equal opportunity to run for office.

Finding Aids Award Committee: A report on standards will be printed in the Winter newsletter. Any award is deferred until Fall, 1983.

Newsletter: The subcommittee charged with finding a new editor met twice. The finalists were asked to submit statements of commitments for consideration.

Technical Leaflets: Susan Davis reported that Gregory Hunter is willing to continue as editor of the leaflets. The original advisory board was all New York caucus members, however they are looking to expand board membership and to solicit papers from outside the state. Authors should receive twenty copies of the publication. Notices should be sent to other newsletters announcing the availability of the leaflets at no cost, other than a self-addressed stamped envelope.

Abolition Society Award: Robert Watts attended the last session of the Institute and will be sending a letter to MARAC and Society.

Membership Survey: The date for the return of survey forms to Annamarie Sandeck is changed to March 15, 1983. Survey forms have gone out to the membership.

Professional Standards: It was recommended that MARAC begin numbering its publications. The Standards booklet would be #2.

Regional Organization Committee, SAA: Don Harrison will represent MARAC at the meeting.

New Business: Arthur announced that as of June 30, 1983, the Public Television Archives would close as an active organization. At the request of Allan Lewis, a letter of concern will be drafted. At the request of Laura Grotzinger, a letter of concern will be drafted concerning the reorganization of the former New Jersey Bureau of Archives and History.

The MARAC Archives will remain at the University of Maryland, despite Mary Boccaccio's move to New York. The deadline for articles to be submitted to the Custer Committee is January 31. On March 31, the DC Archivists will sponsor a micrographics seminar. The next Steering Committee meeting will be Thursday, May 19, at the Hyatt Regency in New Brunswick at 6:00 pm.

The meeting was adjourned at 12:46 pm.

Respectfully submitted,
Laura A. Grotzinger, Secretary

PHOTOGRAPH FILING SYSTEM

Last year, I discovered a new photograph filing and indexing system used by the Municipal Archives of the City of Rio de Janeiro which seemed to be very easy to access and update. This year, when I moved to Stony Brook, I decided to institute this system, which is marvelously easy to manipulate.

Each photo is given a consecutive accession number. We use an accession work sheet which gives all the information about the photograph that we can locate including names, places, dates, photographer, collection and so on. Photographs are dry-mounted and the same information is also put on the back of the mounting board. The photos are filed by their accession number for easy retrieval.

At the indexing stage, a card is created for each personal name, place, event or subject that is important to the collection [see illustration]. Cards are filed alphabetically. The accession number is noted in one of the columns on the card. With several columns, there is ample room to list additional accession numbers for photographs that turn up later relating to the same people or events.

We have had two students working half-time, one doing the dry-mounting and the other accessioning. They have just completed 1000 photographs. We average 100 photos accessioned per day and 30 photos dry-mounted per day.

- Mary Boccaccio

COURSES AND WORKSHOPS

A course in the Management of Archives and Manuscript Collections will be offered by the School of Library Service at Columbia University starting on September 7, 1983. The course will meet one evening a week and will be taught jointly by Susan Davis and Robert Sink. For further information, write the School of Library Service, Columbia University, New York, NY 10027 or call (212) 280-2292.

* * *

The Northeast Document Conservation Center will conduct a Document and Art-on-Paper Clinic on October 18, 1983, at Morven, in Princeton. Mary Todd Glaser, senior conservator at the Center, will examine objects from New Jersey libraries, historical organizations, public record offices and other institutions. She will comment on the condition of the works, advise on methods of treatment and estimate costs.

The clinic is sponsored by the State Library and the New Jersey Historical Society and cosponsored by the New Jersey Library Association and the League of Historical Societies.

If possible, framed items should be removed from their frames. Items that cannot be examined in the time available may be sent to NEDCC for estimates at no charge. Objects to be treated at NEDCC may be left at Morven on the day of the clinic; transportation to and from the Center in Andover, MA, will be provided.

Appointments are required. Contact: Archives Section, State Library, NJ (609) 292-6260.

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Preservation Conference on Black-and-White Photographic Images. August 28 - September 2, Rochester, NY, will teach how to develop an informed preservation strategy; for curators, conservators, picture librarians, technicians and photographers employed by museums, galleries, libraries, archives and historical societies. The conference will be in two parts. Part 1 will cover photographic collections and their composition; identification of processes and types of deterioration; preparation and requirements for storage and display. Part 2 will include the chemistry of 19th century and contemporary photographic processes; the chemistry of deterioration; and options for preservation and treatment.

The remedial treatment of individual artifacts will not be covered. Cost: \$400, or \$225 for either of the two parts. Contact: Val Johnson, T & E Center of the Graphic Arts, Rochester Institute of Technology, One Lomb Memorial Drive, P.O. Box 9887, Rochester, NY 14623.

MEMBERSHIP SURVEY SUMMARY

*The time has come, the Walrus said,
to talk of many things...*

At MARAC's Spring 1982 meeting in Ocean City, the Steering Committee agreed to allow me to poll the membership. The questionnaire I created was an amalgam of Bruce Ambacher's earlier MARAC survey; the survey done by Ed Oetting of the New York State Caucus; the most recent Society of American Archivists membership survey; and the suggestions of several MARAC members. It remained however, largely a child of my creation; and, much to my chagrin, often reflected my own preconceptions about what MARAC was, is, and should be. The high volume of returned questionnaires attests to the fact that our members do indeed have definite opinions about MARAC. It often occurred to me while tabulating the forms that I was attending a marathon consciousness-raising session. Now, in writing this report and its recommendations, I feel it is the Steering Committee's turn to listen, muse, and finally act.

Demographically speaking, the MARAC membership seems to be an aging one; 58% of the respondents are over 36. A large chunk of the respondents (44%) are between 31 and 40. This means that employment prospects for the under 30 set (18% of those responding) remain dim for quite some time.

Our responding members are a fairly erudite crowd. 82% hold graduate degrees, 14% are currently attending graduate school. Particularly gratifying is the large number of members who have had some sort of instruction in archival work (38% have had courses; 55% a workshop/institute).

The responding members are a transient group; 59% have held their present position for 5 years or less. This mobility may explain why so many people are new to MARAC; 73% have joined the organization in the last 6 years. Though members may change jobs often, they remain stable in their career choice; 62% have been in the archival profession more than 7 years, while overall at least 89% of the respondents have been archivists for 3 years or more. Newcomers to the field seem to be few; 12% of the respondents have been archivists less than 3 years.

At least 37% of the responding members do not belong to the Society of American Archivists, but SAA does have the largest number of MARAC members of the 16 organizations listed. The American Association of State and Local History has the next largest number (24%) while a regional organization, the D.C. Archivists, ranks third (18%).

Not surprisingly, 45% of the responding members are affiliated with a college/university archives (24%) or a manuscript section, special collections library (21%). Many members may be employed by a large institution but actually work in small departments because 53% of our members work with 2 other people or less (of that figure, 32% work alone).

Our members seem to spend their days fulfilling administrative duties (61%); arranging and describing collections (52%); and answering reference requests (46%). Those functions are performed working with collections of textual records (90%) and still photographs (60%).

There seems to be little correlation between the number of years people are MARAC members and the number of meetings they have attended. Most members responding, if we're optimistic, have attended about one meeting for each year of membership. Only a quarter of the respondents have attended more than 6 meetings.

Over 90% of the members find the sessions offered at MARAC meetings useful. This figure is further emphasized by the large majority of members who find a specific type of session (introductory, administrative, or technical), one of the 3 reasons why they find meetings useful. Respondents chose professional contacts (70%) as the next most useful aspect of the meetings.

At least 71% of the respondents indicated some kind of change could be made to improve MARAC meetings. An improvement that over half the respondents would like to see is the offering of more workshops. Comments indicate that such workshops should be geared towards the advanced professional and address very specific areas. Suggested topics for such a series of programs were: legal retention schedules; architectural records; photographing objects for exhibit and public relations; and appraising, arranging, and describing financial records.

The other 4 of the top 5 improvements that respondents indicated should be made to MARAC meetings all involved local arrangements; Improving the location of the meeting in relation to mass transit (36%); holding joint meetings with other organizations (31%); providing alternative housing (28%); and eliminating one of the meetings (28%).



"Give me a for instance."

Most respondents feel that the primary function of the *mid-atlantic archivist* is to report MARAC and membership news (82%). News relevant to the profession should also be published in the *maa* (73%). Lastly, members feel that the *maa* should serve as a forum for members by actively soliciting and publishing individual members articles (40%).

Suggestions by respondents regarding improving the *maa* and/or MARAC's publication program can be divided into 3 areas: those dealing with the newsletter contents and format; those dealing with the N.Y. Caucus technical leaflet series; and those dealing with the publication of an occasional journal/review.

Newsletter comments were generally directed towards technical aspects such as production and distribution. Comments on the technical leaflet series were all favorable. Many people hope that the series will continue. Regarding the publication of an occasional journal/review, comments were split. It seems that the membership has not made up its mind on the topic.

The issue of changing or retaining the present structure of the state representatives/caucus had respondents also more or less evenly divided. More than half (54%) like the present format, 40% think the structure should somehow be altered.

A little more than half (51%) of the membership responding has been to a state caucus meeting. It is difficult, however, to assess the value of the state caucus meetings; 30% of the members who have attended one found it useful; 31% did not; and 29% remain silent on the subject.

Some of the positive comments about the state caucus meetings were that they fostered a sense of statehood; that they provided an opportunity to discuss state-wide issues; and that they were useful for developing professional contacts.

Some negative comments about the state caucus meetings were that they were poorly attended, that they only seemed useful when the state representative had a set agenda; and that there was often no follow-up by state representatives on projects put forth by caucus members.

Regarding the responsibilities of the state representatives, members' comments reflected confusion about exactly what they were.

The last question on the form specifically addresses the issue of how MARAC can best serve its members. Three quarters of those who returned the form answered this section. Of those who responded, over half (56%) want MARAC to offer more workshops on basic techniques. Almost half (49%) want the organization to concentrate on improving the quality of the semi-annual meetings. According to 44% of those responding, MARAC should undertake a more active pub-

lication program. Finally, the organization should act as a lobby/advocate for members' concerns (39%) and develop stronger ties with other archival organizations (32%).

Recommendations based on this survey and actions taken by the steering committee will be published in the fall and winter issues of the *maa*.

- Annamarie Sandecki

AMERICAN IRISH HISTORICAL SOCIETY RECEIVES NEH AWARD

The American Irish Historical Society has recently received a grant from the National Endowment for the Humanities. The grant will enable the Society to catalog and make available to qualified researchers archival and manuscript materials relating to the history of the Irish in America.

Throughout its eighty-six years, the AIHS has been a focal point in fostering education and scholarship in American Irish history and culture. One focus of its activities has been the active collecting of original documents, archival records, correspondence, memorabilia and photographs which describe and record the activities of organizations and individuals who have contributed to the history of Irish America.

Over two hundred linear feet of the collections are currently housed on the upper floors of the Society's facilities. Among the most important in terms of scholarship and general interest are records from the Friends of Irish Freedom (1919-1930), the Catholic Club of New York (1873-1957), the Guild of Catholic Lawyers (1928-1956), the Society of the Friendly Sons of St. Patrick (1803-1964), and the American Irish Historical Society (1897-present).

The papers of Rev. Donal O'Callahan, National Chaplain of the Ancient Order of Hibernians (1942-1973) and the Hon. Daniel F. Cohalan also figure prominently in the Society's collection of archives and manuscript sources.

The National Endowment for the Humanities has allowed the Society to hire a professional archivist to process, preserve and catalog these important and valuable collections. A published guide to the collections will be made available to the public upon completion of the project.

The Archives and Manuscript Department of the AIHS is open for scholarly research. To make an appointment, call Lisa M. Hottin, Curator, at (212) 288-2263.

The general research Library and Periodicals Reading Room are open to the public Tuesday through Saturday, 10 am until 6 pm. The Society is located at 991 Fifth Avenue at 80th Street in New York City.

MARAC FINDING AIDS AWARD COMMITTEE

The MARAC Finding Aids Award Committee seeks to encourage the creation of finding aids which will free researchers as much as possible from the continual interaction with, if not dependence upon, the reference archivist which now characterizes user-archivist relations; wide distribution of finding aids and to consider, therefore, the characteristics which make finding aids useful to the researcher and reflective of the image of the institution outside the institution itself; innovation in finding aids, when innovation provides improvement; and excellence in finding aids and consideration of what constitutes excellence.

Specifically, good finding aids should incorporate as many of the attributes which follow as possible. These characteristics will serve as criteria for the award. A good finding aid should:

1. provide subject access to the collection(s) in some way other than provenance. This may be provided by an index in the finding aid itself, or by a system external to the finding aid, such as a catalog or other network consonant with the conventions of the institution.
2. be experimental and/or innovative in design or content if the nature of the collection, the users or other aspects of its creation suggest it. This is not to discredit traditional finding aids, but rather to encourage innovation when it is appropriate.
3. seek, by its use of language or ideas or both, to overcome the resistance of many researchers to using material which is not immediately within their discipline, for example, the papers of a literary figure who was also a public servant in the study of an historical issue. That is, a finding aid should have as much as possible universal usefulness, which may be achieved by its being written in clear, direct English devoid of archival or other jargon, by providing illustrations of alternative uses of the material, by biographical or administrative sketches which suggest the range of activity inherent in the records, or by other means, organizational, contextual or linguistic.
4. be understandable and accessible to the user without the help of an archivist. That is, a finding aid should provide clearly written general English instructions for its use, indicate what it does and does not contain, provide access in the form of a table of contents or other outline of its organization, make clear its relation to other collections in the repository or otherwise, by both content and format, be accessible in and of itself to an intelligent researcher working alone.

5. be appropriate to the collection itself, or to the needs and constraints of the institution that creates it. That is, a finding aid should be the best and most suitable the institution can produce, given its situation. Thus a finding aid can be unsuccessful if it is overdetailed or underdetailed, too large or too small, too inclusive or not inclusive enough. Relevance, appropriateness and adequacy are operative terms.

6. be a significant contribution to the reference aids of the institution, whether because of its magnitude, contents or degree of attention to the needs of one or more user constituencies. Thus a guide to the repository collections meeting all or most other criteria listed here would be considered significant, as would a series of inventories in a smaller institution, or an innovative format designed to fill a number of user needs.

7. generally speaking, contain certain basic elements, including the name of the collection, its size, inclusive dates, arrangement, restrictions, physical attributes (particularly when the record types are visual, graphic, or machine readable); provenance when this information is useful or necessary to the user, not merely of interest to the repository; copyright and/or literary rights, whether available in published form, and if the collection is split, location of component parts or the nature of the split, and the name and address of the repository.

8. should be designed in such a way that it delivers its message and draws the reader into it. That is, a finding aid should be pleasing in appearance not only for cosmetic reasons, but for functional ones. It should be free of proof errors; elements, such as computer legends, which are not essential to the user's knowledge of the collections; or other elements which constitute poor design. In the best sense of good book design, a finding aid should be readable, whatever the method of its production.

9. seek, whenever possible, and in a variety of ways including those mentioned earlier in these criteria, to educate the user to the organization of records and manuscripts and the process of research in primary sources. This may be done by the use of clear, readable, literate English; good design; clear explanations of the organization and adaptability to a variety of uses of the records themselves; by biographical or administrative histories which cause the user to consider the context of the records; or by other devices which suggest that the finding aid is a tool for teaching the user about the research process beyond the immediate information it provides about a given collection.

Individuals and institutions who want to have their guides/inventories/finding aids of any sort entered should write or call Elsie Freeman, Education Division, NARS, Washington, DC 20408 (202) 523-3298 for information. The deadline for submissions is September 9, 1983.

MARAC

TECHNICAL LEAFLET

NUMBER 3

Editor's Note: The idea for a technical leaflet series originated with the New York Caucus of MARAC. The series, as developed by the Caucus, is intended to provide brief, practical information about selected archival topics suitable especially for beginners in the profession. As a pilot project the New York Caucus agreed to produce four issues of MARAC's *Dear Archivist*, mailing one technical leaflet with each issue of the *mid-atlantic archivist*.

This third leaflet addresses the question, "How can I make planning a part of my archival program?" Providing an answer is Bruce W. Dearstyne, Principal Archivist, the New York State Archives, Cultural Education Center, Room 10A46, Albany, NY 12230.

Reader comments will be crucial for an evaluation of the success of this pilot project. Please send your comments to the series editor: Gregory S. Hunter, Director of Archival Programs, United Negro College Fund, Inc., 500 East 62nd Street, New York, New York 10021.

PLANNING FOR ARCHIVAL PROGRAMS: AN INTRODUCTION
Bruce W. Dearstyne

Definitions. Planning is the management technique of systematically establishing program goals, and organizing staff and allocating resources to meet those goals, by established deadlines.

It is essential to bear in mind at the outset that planning is a process, and not a one-time exercise to produce a document. It is also useful to distinguish between long-range "strategic" planning and short-range "operational" planning. The former concentrates on broad issues of program direction, priorities, and resource allocation over the long term, while the latter is more modest in scope and intent and focuses on a limited period of time such as a year or two. It is important not to confuse the two types of planning. In fact, it is essential to undertake strategic planning, or at least to do a long-range analysis of mission, goals and objectives, before turning to operational planning. The balance of this paper describes planning in general terms and hopefully includes suggestions that are applicable to either strategic or operational planning. However, its primary focus is on operational planning.

The need for planning. Planning is common in the business world, and most archivists would concede that charting a course for their programs is preferable to drifting aimlessly into the future. Few archives, however, have initiated systematic, long-term planning, and many archivists fall into the complacent attitude of letting past developments more or less determine future program direction. Explanations (or excuses) for not undertaking planning include: (A) staff limitations and the press of day-to-day work leave no time; (B) the archives' parent agency does not plan; (C) the archivist does not recognize the benefits of planning; and (D) archivists lack experience in planning.

Planning is challenging and requires a commitment of time and resources. Because it implies a disruption of the *status quo* it also may inspire apprehension or even resistance among employees. Nevertheless planning is an investment that will yield great dividends, for it has these benefits: (A) it enables managers to achieve and maintain direction and control; (B) it insures that managers and staff have a common understanding of program goals and objectives; (C) it encourages effective marshaling of staff and other resources; (D) it insures that the program proceeds according to established guidelines rather than in reaction to everyday pressures and problems; (E) it provides a clear way to explain and justify the program to governing boards, researchers, and the public; and (F) it furnishes a framework of accountability for managers and others on the staff.

Once you decide that planning is worth the time and effort, you can begin the process by following the five steps described below.

Step 1. Prepare to plan. Prior to the formal planning process, you must resolve five questions: (A) Who supports the planning process? It is essential for the process to derive its momentum from a clear statement of endorsement and support by trustees or high-level administrators. (B) Who will lead the planning process? While everyone on the staff may be involved in and contribute to the process, final responsibility should be lodged with one person, preferably the program head. (C) How will staff be involved? The leader should explain the purpose and process of planning and should make provisions for maximum staff contribution and participation. (D) What period of time will the plan cover? (E) When will the planning document be completed? The leader should establish a time-table and deadlines for completion of Steps 2-4.

Step 2. Formulate a program "mission statement." The next step is preparation of a "mission statement" -- a description of the fundamental nature, scope, functions and *raison d'être* of the program. The statement may include information on: (A) why the program was initiated; (B) its relationship to the parent agency's basic work and goals; (c) what types of groups, activities, developments, or experiences the program aims to document; (D) what types of records or information it aims to collect; and (E) what research groups or interests it exists to serve and support. The process of formulating the "mission statement" challenges archivists to transcend everyday concerns and reflect on their program's ultimate purposes. Moreover, a clearly written "mission statement" will serve as a basis for formulation of the program goals in Step 4.

Step 3. Carry out a self-analysis of program resources and services. The next advisable step is analysis of all the factors that may affect the nature and future direction of the program. A useful guide to program self-analysis is the Society of American Archivists' new *Evaluation of Archival Institutions: Services, Principles, and Guide to Self-Study* (Chicago, 1982). This manual outlines four broad areas for archival program analysis: (A) the organizational and institutional setting (including legal authority and purpose, governing authority and administration, budget and other financial resources, staff, and physical facilities); (B) acquisition policies; (C) preservation; and (D) making holdings available for use (including arrangement and description, reference services, and public programs). This analytical approach provides a realistic basis for developing goals, objectives, and activities (Step 4) in conformity with the "mission statement" (Step 2).

City of Portland, Oregon

Records Management Program

RECORDS MANAGEMENT PERFORMANCE PLAN
FY 1980-81

MISSION STATEMENT: PROVIDE THE CITY WITH EFFICIENT, COST-EFFECTIVE CONTROL AND MANAGEMENT OF ITS INFORMATION RESOURCES.

GOAL 1: IMPROVE THE CITY GOVERNMENT'S ABILITY TO GENERATE INFORMATION IN A MORE COST-EFFECTIVE MANNER.

OBJECTIVE 1: DETERMINE THE NEED FOR A CITY-WIDE FORMS MANAGEMENT PROGRAM.

<u>Activity</u>	<u>Measure</u>	<u>Activity Leader</u>	<u>Time Frame</u> <u>Quarter</u>
1. Perform needs analysis.		Records Management Officer	2.
2. If need identified, present cost/benefits to Council.	Policy statement to pursue activity.	(RMO)/Records Management Technician (RMT), (V. Sly).	2.
3. Establish activity if Council so directs.			4, & FY 81/82.

OBJECTIVE 2: ADVISE BUREAUS ON METHODS TO ENHANCE EFFICIENT DATA GATHERING, RECORDING, AND DISSEMINATION.

<u>Activity</u>	<u>Measure</u>	<u>Activity Leader</u>	<u>Quarter</u>
1. Identify appropriate technologies in records creation, e.g., possible word processing applications, computer applications, active office microfilm applications.	Assist Planning Bureau's Historic Sites Inventory data gathering activity through SPINDEX use. Continue identification.	RMO/Archivist/RMTs.	Ongoing.
2. Assist bureaus design better records creation and management systems, i.e., work flow planning, correspondence control.	Assist Metro Arts Commission in identifying cost effective word processing applications for arts collection. Continue identification.	RMO/RMTs.	Ongoing.
3. Ascertain cost-effectiveness in current records production systems and compare with model systems.	Identify similar bureau projects for implementation in FY 1981-82.	RMO/RMTs.	Ongoing.

GOAL 2: MAXIMIZE VALUE OF RECORDS THROUGH INCREASED RECORDS USE.

OBJECTIVE 1: INCREASE EMPLOYEE AWARENESS OF RECORDS RESOURCES.

<u>Activity</u>	<u>Measure</u>	<u>Activity Leader</u>	<u>Quarter</u>
1. Hold ten city-wide training sessions: 2 forms, 2 word processing, 4 disposition, and 2 open.	Maintain 85% participant evaluation.	RMT (R. Stilson).	2, 3, 4.
2. Hold in-bureau training sessions.	One per targeted bureau.	RMT (R. Stilson) and assigned bureau RMT.	2, 3, 4.
3. Develop training plans and aids.	Produce necessary aids to support ten training sessions.	RMT (R. Stilson).	1, 2.

OBJECTIVE 2: INCREASE COMMUNITY AND SCHOLARLY AWARENESS OF INFORMATION RESOURCES IN CITY GOVERNMENT.

<u>Activity</u>	<u>Measure</u>	<u>Activity Leader</u>	<u>Quarter</u>
1. Give tours and talks for targeted service groups program outreach, e.g., neighborhood associations, scholarly community.	Two tours and four Neighborhood Associations presentations.	RMO/Archivist.	3, 4.
2. Work with school district to develop curriculum packets.	Develop prototype packet.	Archivist.	3, 4.

OBJECTIVE 3: ESTABLISH USABLE FINDING AIDS AND RETRIEVAL SYSTEMS FOR ACTIVE AND ARCHIVAL RECORDS.

<u>Activity</u>	<u>Measure</u>	<u>Activity Leader</u>	<u>Quarter</u>
1. Investigate alternative electronic transmission of data from Records Center.	Report to Director, OGS.	RMO.	2, 3.
2. Provide centrally produced file labels and encourage use for administrative files.	Meet bureau requests for labels.	RMTs.	Ongoing.
3. Produce an updatable, indexed archives guide.	Print guide.	Archivist.	2, 3.
4. Serve as a central information point for records resources.	Provide successful identification for 90% of requests.	Staff.	Ongoing.
5. Provide expertise on filing and automated indexing systems to bureaus, on a consultant basis if necessary, and improve filing efficiency through files reorganization projects.	Respond to requests and develop sufficient BUD-5s to meet city expenditures.	RMO/RMTs.	Ongoing.
6. Maintain an accurate shelf list.	To be determined.	Staff.	Ongoing.

OBJECTIVE 4: PROVIDE PHYSICAL ACCESS TO CITY RECORDS.

<u>Activity</u>	<u>Measure</u>	<u>Activity Leader</u>	<u>Quarter</u>
1. Provide reference and retrieval service.	Maintain a 24 hour retrieval time.	RMO/Archivist/RMTs.	Ongoing.
2. Train staff in reference techniques.	Monthly review sessions.	RMO/Archivist/RMTs.	Ongoing.
3. Provide photocopy service.	Comply with and produce receipts for 100% of requests.	Staff.	Ongoing.
4. Implement use of electronic transfer, if feasible.	Implement Report to OGS.	RMO.	3, 4, & FY 81/82.
5. Maintain reshelving backlog to a manageable size.	To be determined.	Staff.	3, 4.

GOAL 3: MAXIMIZE BENEFITS ACHIEVABLE THROUGH COMPLIANCE TO THE CITY'S RECORDS MAINTENANCE SYSTEM (ORDINANCE 146843).

OBJECTIVE 1: SECURE BUREAU COMPLIANCE WITH SCHEDULES.

<u>Activity</u>	<u>Measure</u>	<u>Activity Leader</u>	<u>Quarter</u>
1. Assist bureaus to implement retention and disposition schedules - target bureaus: Police, Fire, Buildings, HRB, PDC, Auditor's Office, Expo-Rec, and assist incoming Mayor's Office.	To be determined.	RMO and assigned RMT.	2, 3, 4.
2. Audit bureau records for compliance once every three or five years or as circumstances warrant.	One model audit.	RMO/RMTs.	4.

OBJECTIVE 2: MAINTAIN RECORD SCHEDULES WITH ACCURATE DESCRIPTIVE AND RETENTION DATA FOR EACH CITY AGENCY.

<u>Activity</u>	<u>Measure</u>	<u>Activity Leader</u>	<u>Quarter</u>
1. Update schedules.	Meet schedule change requests 100%.	RMTs.	Ongoing.
2. Develop a more efficient cost-effective schedule maintenance procedure.	Changed system.	RMO/Archivist.	2, 4.
3. Develop schedules for newly created bureaus.	100% of needs.	RMTs.	Ongoing.
4. Reduce retention spans in individual records series while maintaining information integrity.	Document reduced retention span compared to original span.	RMO/RMTs.	Ongoing.

OBJECTIVE 3: REDUCE THE COST OF RECORDS RETENTION BY TIMELY DISPOSITION: CENTRALIZING NON-CURRENT RECORDS AND ELIMINATING VALUELESS RECORDS.

<u>Activity</u>	<u>Measure</u>	<u>Activity Leader</u>	<u>Quarter</u>
1. Establish annual file breaks in city files systems.	Establish file breaks in targeted bureaus.	RMTs.	2, 3, 4.
2. Transfer potentially archival or administratively useful inactive records to Record Center.	Transfer 100% of identified eligibles.	RMO/Archivist/RMTs.	Ongoing.
3. Recycle or destroy inactive records after they have reached the end of their retention period.	100% of destructible records.	RMTs.	Ongoing.

GOAL 4: CREATE A MULTI-FACETED RECORDS MANAGEMENT PROGRAM TO PROVIDE COMPLETE RECORDS MANAGEMENT SERVICES.

OBJECTIVE 1: SECURE REGIONAL GOVERNMENT USE OF RECORDS CENTER.

<u>Activity</u>	<u>Measure</u>	<u>Activity Leader</u>	<u>Quarter</u>
1. Present to the various managements concerned the economic advantages of a centrally administered records repository.	Target participation for 2nd stage: PSU, PCC.	RMO.	1, 2, 3, 4.
2. Plan for refurbishing first level of Records Center.	Operational center (March, 1981).	RMO/Archivist.	1, 2, 3, 4.
3. Plan, develop, and implement procedure for regional records center.	Develop procedure for participating jurisdictions.	RMO/Archivist.	2, 3, 4, & FY 81/82.

OBJECTIVE 2: GUARANTEE THAT RECORDS MANAGEMENT PROGRAM MEETS CITY NEEDS.

<u>Activity</u>	<u>Measure</u>	<u>Activity Leader</u>	<u>Quarter</u>
1. Design a feedback system for gathering information to ascertain the effectiveness of records management.	Secure necessary bureau concurrence statement.	RMO/RMTs.	2, 3.
2. Further plan and develop procedures for the Record Center.	Develop internal procedures manual.	RMO/Archivist.	2, 3.
3. Develop with Budget Office participation a recognized benefit schedule for records management activities.	Joint Budget Office/RM Report to Director, OGS and Budget Officer.	RMO.	2.
4. Increase bureau use of Auditor's ordinance and resolutions files.	Determine cost of appropriate indexing system.	Archivist.	2.
5. Increase Public Works use of Auditor's A, B, and C files to eliminate duplication of files.	Determine cost of appropriate indexing system.	Archivist.	2, 3.
6. Analyze cost-effectiveness of Auditor's microfilm service.	Report to Director, OGS.	RMO/RMT (R. Stilson).	2.
7. Develop with Personnel Bureau the personnel cost in program transition, forms management, and increased program responsibility.	Report to OGS Director and Personnel.	RMO.	3.

OBJECTIVE 3: SECURE OUTSIDE FUNDING FOR SPECIAL PROJECTS.

<u>Activity</u>	<u>Measure</u>	<u>Activity Leader</u>	<u>Quarter</u>
1. Investigate the possibility of a grant to integrate PPS and Metro into city records system.	Grant Proposal.	RMO.	2, 3.
2. Investigate the possibility of a grant to provide an updatable and cost-effective ordinance index.	Grant Proposal.	RMO/Archivist.	2, 3, & FY 81/82.
3. Investigate the possibility of a grant to assist Public Works and citizen use of Auditor's A, B, and C files.	Grant Proposal.	RMO/Archivist.	3, 4, & FY 81/82.

Step 4. Formulate goals, objectives, and activities. The next step is to write a series of goals, objectives, and activities that will serve as a guide to action during the planning period. The initial task is to set a limited number of goals -- broad statements of desired outcomes to be achieved during the planning period. The goals, considered together, should clearly point the program in the directions indicated by the mission statement. They also should be realistic in light of the conclusions reached through the program self-analysis. Within each goal, establish objectives -- clear, measurable, and attainable targets intermediate to the goal. Within each objective, formulate a series of activities -- specific, distinguishable work units that must be performed in order to meet the objective. Tie activities (the most numerous, concrete, and immediate units of the total plan) as closely as practical to individual employees' work assignments. Finally, designate deadlines, target dates, or time spans (e.g., first, second, third, or fourth quarter of the year) for completion of each activity and objective so that the entire set of goals is met within the established time frame. The mission statement, goals, objectives, activities, target dates, and staff assignments, taken together, constitute a planning document and should serve as a basis for managing the archival program.

The formulation of goals, objectives and activities is difficult and can best be learned through experience. To provide some additional guidance, the last section of this paper reprints an annual records management performance plan for the City of Portland, Oregon, prepared by City Records Manager Stanley Parr, and City Archivist Liisa Fagerlund. The "mission statement" is shorter than most archival programs would require, but otherwise the Portland document is an excellent example of an operational plan.

Step 5. Implement the plan. No plan, however well developed, ever implements itself, and a planning document that is relegated to the shelves to gather dust represents a waste of time and effort. Sound judgment, determination, and good overall management skills are required to put the plan into action. Some suggested approaches to implementation: (A) make sure everyone on the archives staff understands that the plan is a blueprint for action; (B) link individual staff work assignments as closely as possible to the plan's activities; (C) hold periodic staff meetings to discuss progress on and problems with the plan; (D) use the plan as a basis for making reports on the archival program; and (E) regard the plan as a flexible document that you can modify and adjust to meet unforeseen circumstances.

Conclusion. By nature, the planning process requires addressing three fundamental questions: "Why does this archival program exist? What do we want it to accomplish? And how can we make sure that it will accomplish these things?" While it may be difficult to answer these questions, it is essential for archivists -- individually and collectively -- to make the attempt. It will result in our programs being run more efficiently; even more importantly, perhaps we will also develop a better sense of our mission as a profession.

Bibliography. There is little archival literature on planning and professional archival organizations have not, until recently, given much attention to it. Hopefully that situation is improving as the Society of American Archivists begins to include sessions on planning at its annual meetings, moves to launch a standing Committee on Goals and Priorities to consider long-term archival issues and needs, and conducts a series of seminars about management. The Historical Records Assessment and Reporting Projects now being carried out in 27 states should also produce more attention to planning issues. In the meantime, the SAA's *Evaluation of Archival Institutions: Services, Principles, and Guide to Self Study* (Chicago, 1982) provides extensive guidance on the self-assessment that is essential as a basis for planning. For more guidance on planning, archivists may turn to library literature. Vernon E. Palmour et al, *A Planning Process for Public Libraries* (Chicago, 1980) is helpful. G. Edward Evans, *Management Techniques for Librarians* (New York, 1976) includes a chapter on planning. H.E. Broadbent, "Strategies for Planning," *Drexel Library Quarterly* 17 (Spring 1981), 4-14; Charles R. McClure, "The Planning Process: Strategies for Action," *College and Research Libraries* 30 (November 1978), 456-466; and JoAnn Bell and R.B. Keusch, "Comprehensive Planning For Libraries," *Long Range Planning* 9 (October 1976), 48-56, are all helpful. J. Gormly Miller, *Collection Development and Management at Cornell* (Ithaca, 1981) describes the process and results of an extensive planning exercise. From the historical agency community, George E. Hicks, "Thinking Ahead: Long-Range Planning for the Nonprofit Organization," *History News* 37 (March 1982), 20-23 provides interesting observations.



REFERENCE SHELF

NATIONAL ARCHIVES PUBLISHES GUIDE TO GENEALOGICAL RESEARCH

The National Archives Trust Fund Board has published the revised *Guide to Genealogical Research in the National Archives*. Compiled by members of the staff of the National Archives, the *Guide* has been expanded greatly from the original 1964 edition.

The *Guide* aids local and social historians, genealogists, and biographers in their use of federal records, such as military service and pension files, federal land records, and censuses. It also includes references to more than 550 microfilm publications from the National Archives as well as numerous citations of secondary sources and sources outside the National Archives of non-federal records.

To order the *Guide*, Visa[®] and Mastercard[®] holders may call toll-free (800) 228-2028, extension 418; or send a check, payable to "Guide" to Genealogical Guide, Box 117, National Archives, Washington, DC 20408. Hardcover, \$21; softcover, \$17. Please allow 4-6 weeks for delivery.

Directory of Archives and Manuscript Repositories at Harvard University and Radcliffe College.
Cambridge: Harvard University Library, 1983.

This guide provides basic information about the location, facilities and holdings of 53 departments at Harvard and Radcliffe that hold unpublished research materials. Entries feature a description of holdings and most include a list of published guides and references. A name and subject index provides additional access. The guide is available for \$5 from Harvard University Library, Wadsworth House, Harvard University, Cambridge, MA 02138

* * *

Guide to Research Collections of Former United States Senators 1789-1982. Kathryn Allamong Jacob and Elizabeth Ann Hornyak, editors. Washington, DC: Historical Office, United States Senate, 1983. U.S. Senate Bicentennial Publication #1.

This useful guide to senator's papers includes information on the location of collections, oral history transcripts, photographs and portraits and memorabilia. Three hundred and fifty libraries, archives and historical societies have contributed information on their collections. The main section is a very thorough alphabetical listing of the senators and the locations of their papers. It also includes correspondence located in other non-senatorial collections.

The first appendix is a list of senators by state. It gives the political party, dates of service, whether they also served in the House of Representatives or as Governor of their state and birth and death dates. The second appendix is a list of repositories and the senatorial collections that they hold. The appendices must be used with some caution, though. The first appendix is incomplete in at least one case and the second appendix can be misleading. Where the main section lists senators' correspondence in other collections, the repository listing shows all the names as if they were collections. Checking back to the main section makes this clear, but a person only using the appendix would ask for the wrong collection.

Despite these minor faults, this guide will be a welcome addition to researchers, archivists and librarians.

* * *

"Unesco and archives development." Frank B. Evans. *Unesco Journal of Information Science, Librarianship and Archives Administration*, Vol. IV, #3, July-September, 1982, pp. 159-176.

Frank Evans, one of the charter members of MARAC, has been with Unesco in Paris for the past eight years in the Division of the General Information Program. This article traces the development of Unesco's activities in archives systems and services from 1946 to the present. It describes major projects and activities and indicates the origin, scope and character of the RAMP (Records and Archives

Management) Program which was initiated in 1979 under PGI (General Information Program). The last section on the implementation of RAMP summarizes projects and activities, completed and in progress which are part of PGI's efforts to meet the information needs of the 1980's.

* * *

NEW TEACHING UNIT ON PROGRESSIVE YEARS PUBLISHED

The National Archives' Education Division published its first three curriculum units for secondary social studies teachers in 1978: *World War I - The Home Front*, *The Great Depression and the New Deal*, and *World War II - The Home Front*. Since then, three more units have been added: *The Civil War: Soldiers and Civilians*, *The 1920's*, and most recently, *The Progressive Years, 1898-1917*.

Each unit provides teachers with thirty to fifty facsimiles of documents from National Archives' holdings and a guide for teachers outlining classroom activities that might accompany the facsimiles. Staff archivists assist the staff of the Education Division with the selection of documents for the units and education specialists develop appropriate classroom activities based on the documents. For example, *The Progressive Years* includes a copy of the first federal income tax form issued in 1913, and poignant photographs of child laborers. Student activities outlined in the teachers guide range from a simulation game based on the 1861 battle of Ball's Bluff in *The Civil War* unit to discussion questions on the success of prohibition in *The 1920's*.

SPRING 1984 MEETING PLANNED FOR ROCHESTER, NEW YORK

The Spring 1984 meeting will be held April 27-28 in Rochester, New York. Once again, MARAC will meet jointly with another regional association - the Lake Ontario Archives Conference. Previously, successful joint meetings have been held with the Society of American Archivists in Philadelphia, PA; the Society of Ohio Archivists in Wheeling, W.VA.; and the New England Archivists in Albany, NY. The Lake Ontario Archives Conference (LOAC) is composed of members from the regions of New York State and Canada which border on Lake Ontario. As a result, many new faces and interests will be represented at the Rochester conference.

Headquarters for the meeting will be the Holiday Inn located on the bank of the Genesee River in the heart of downtown Rochester. The hotel is within walking distance of many fine restaurants, a symphony orchestra, theatres, concerts, architectural land-

marks and Rochester's own natural wonder the scenic Genesee River falls. Nearby may also be found a number of excellent and diverse museums: the new Margaret Woodbury Strong Museum, which hold one of the nation's leading collections of cultural history and popular taste from the period 1820-1930; the International Museum of Photography at George Eastman House, where spectacular photographs are housed in the mansion of Eastman Kodak's founder; the Memorial Art Gallery, whose permanent collection spans twenty-five centuries of artistic achievement; and the Rochester Museum and Science Center, whose cultural complex includes a planetarium as well as a history and technology museum housing well in excess of one million artifacts.

Among the many fine archival resources in the Rochester area are: the Rare Book and Special Collections Department of the University of Rochester; the photographic and manuscript archives at Eastman House; the Municipal Archives and Photographic Collection of the City of Rochester; the archives of the Colgate-Rochester Divinity School (repository of the American Baptist Historical Society collection); and the holdings of the Rochester Historical Society. Smaller archival collections may be found at several institutions in Rochester, including the Rochester Public Library Local History Division, the Landmark Society of Western New York State, and the Cary Graphic Arts Collection at Rochester Institute of Technology.

In addition to Rochester's cultural, scholarly, historical and scenic attractions, which will make the Spring '84 conference outstanding, that April weekend will mark the official kick-off of a year of festive events in celebration of the 150th anniversary of the city's incorporation. The sesquicentennial committee has been at work for over a year planning for the activities; the results of their labors, when in full swing for the MARAC conference, will provide attendees with a unique opportunity to see ways in which local archives have been used for city-wide historical research leading to exhibitions, festivals and publications.

Sandra Markham, from the University of Rochester's Memorial Art Gallery, is chairing the local arrangements committee.

The program committee, headed by Bruce Dearstyne of the New York State Archives, is planning a program of broad appeal, centering around the general theme of "Archives Reach Out" - to new users, to other archives on a cooperative basis, and to the general public to achieve greater understanding and support. There will also be sessions on photographic archives - a natural consequence of meeting in Rochester - and also some sessions on archival planning and management for beginning archivists. MARAC members with suggestions for specific sessions or presentations should contact Mr. Dearstyne as soon as possible.

Updates on the program and arrangements will appear in upcoming issues of the *mid-atlantic archivist*.

GRANT AWARDED FOR DEVELOPMENT OF RLG AUTOMATED BIBLIOGRAPHIC SYSTEM FOR MANUSCRIPTS AND ARCHIVES

The U.S. Office of Education has awarded a Title II-C grant of \$400,000 to Yale University to undertake a joint project with Cornell and Stanford University libraries, the Hoover Institution, and the Research Libraries Group, Inc. The purpose of this project is to design and implement enhancements to the Research Libraries Information Network (RLIN) which will facilitate the accessioning, cataloging, and management of manuscript and archival materials. The development of a standard bibliographic exchange format will enable Cornell, Stanford, and Yale to integrate their manuscript and archival holdings into RLIN, thereby forming the foundation for a national data base.

Project activities in 1983 will include determining cataloging standards, establishing guidelines for authority control, entering records into the RLIN data base, and producing user documentation for dissemination to other RLG institutions. These activities build upon previous work done with Title II-C funding at Yale which involved the development of functional specifications for enhancements to the RLIN bibliographic system.

Prior attempts to integrate manuscripts and archives into library data bases have had serious drawbacks because the systems required that manuscripts and archives be described in a format designed primarily for books and other discrete bibliographic items. Because of its flexibility, RLIN offered the opportunity to design a specific format for manuscripts and archives that would respect the unique descriptive requirements of these materials.

The main goals of the system are:

1. To serve as the tool for building, maintaining and exploiting a union data base of bibliographic and related data representing the archival and manuscript material held by repositories, in order to expedite access to the material by researchers, archivists and librarians;
2. To integrate this data base with the existing RLIN bibliographic data bases, thereby offering integrated access to the full range of resources of member institutions, across all formats (books, serials, manuscripts and archives, maps, etc.); and
3. To facilitate the performance of "housekeeping" tasks at the repositories in which the materials are held, e.g., keeping track of accessions, restriction information, and processing backlogs.

The union data base will support on-line query, offering rich and flexible access; the production of standard hard-copy products produced cyclically, such as printed guides, catalog cards, COM catalogs or other page-form catalogs; and the production of other standard hard-copy products on demand, e.g., accession slips, donor lists, and lists of in-process material.

The system will be suitable for the description and retrieval of the whole range of materials housed by repositories: archival record groups and their subdivisions; manuscript collections and their subdivisions; single items; microforms of archival and manuscript collections; special materials such as ephemera, memorabilia, objects, artifacts, maps, photos, drawings, charts, printed volumes, etc., if they are part of an existing manuscript or archive collection.

The system covers the entire process of collection handling from the point of acquisition to the creation of finding aids and the establishment of complete physical and intellectual control over the material. The ultimate aim of the system is to provide materials with a broad range of access points.

The following areas of activity are not now within the scope of the system: circulation, user services, user statistics, and computer storage of lengthy finding aids such as registers. The computer records will specify the availability and types of finding aids, but the system is not intended to store in machine-readable form the finding aids themselves. Registers and inventories will remain separate documents available from member repositories in hard-copy or microform.

For further information, please contact John Dojka, Yale University Library.

JACOB K. JAVITS PAPERS

The State University of New York Board of Trustees has formally accepted the public papers, manuscripts and memorabilia covering the thirty-four years of public life of former Senator Jacob K. Javits.

Designated the Jacob K. Javits Collection, it will be housed in the Department of Special Collections of the Frank Melville, Jr. Library at State University of New York at Stony Brook.

The Center at Stony Brook was chosen as the site of the collection by Senator Javits because of the suitability of campus facilities and because of the active involvement of its president, John H. Marburger, and other campus officials in obtaining and planning for its placement.

The papers, shipped in more than 1,900 cartons, are now being processed at the Stony Brook campus. The State Legislature voted a special budget item of \$250,000 to pay for the cost of cataloging and rebuilding part of the library where the documents will be kept. The cataloging is expected to take several years.

Mary Boccaccio and Katie Kirwan have been appointed Archivist and Assistant Archivist, respectively, for a period of two years. Additional support staff have also been appointed for this project.

CORCORAN ARCHIVES

The Corcoran Archives, repository for the records of Washington's oldest art gallery, is conducting research on women students, faculty and staff who have been associated with the Corcoran Gallery and School of Art since its founding in 1869. This research will culminate in an exhibition which will focus on the period 1900-1950. It will examine these women's lives and their relationship to the Corcoran and their contribution to the cultural life of the metropolitan area. The exhibition, *Women at the Corcoran*, is planned for March 1984 during National Womens' History Week.

The details of the lives of these women who studied at the Corcoran are being sought. Some came from far off places but many more were local women like Lillian Moore Abbot who was born in Vienna, Virginia or Alta West Salisbury who was born in Darnestown, Maryland, and others were DC natives. Some went on to be art teachers at the Corcoran, the DC public schools, and the Madeira School.

Researchers are searching for letters, diaries, photographs and reminiscences of these students, faculty and staff. Assistance in publicizing this endeavor in advance will greatly help the research effort. Anyone who would like to know more about this project or has information to share is asked to contact: Mrs. Katherine M. Kovacs, Archivist, Corcoran Gallery of Art, 17th Street and New York Avenue, N.W., Washington, DC 20006; telephone (202) 638-3211, extension 53.

STATE AND REGIONAL NEWS

Delaware

The Delaware Bureau of Archives and Records Management has initiated a joint project with the court system and the National Center for State Courts to review current retention schedules and records conditions and practices in court offices. An NCSC records management specialist spent five days in December and January visiting offices and the State Records Center. His formal report on conditions and needs will be followed by a series of seminars and workshops this Spring and Summer for court personnel. A project to completely revise the schedules for Delaware's courts is also planned for the coming year.

In another development, the Delaware state court system recently banned further use of legal-size paper effective March 1, 1983. An executive order forbidding executive agencies from purchases of legal-size paper, forms, folders and file cabinets is now being sought.

* * *

Delaware Documentation, published by the Bureau of Archives and Records Management of the Delaware Division of Historical and Cultural Affairs, is a checklist of state government publications. Formerly published quarterly, it is now issued once a year to streamline publication efforts and permit easier access through a new indexing system. In the future, *Delaware Documentation* will also list agency rules and regulations. All items listed in *Documentation* are available on microfiche from the Bureau of Archives and Records Management.

DELAWARE VALLEY ARCHIVISTS

The first meeting of the Delaware Valley Archivists in January, 1980, brought about thirty people to Temple University's Urban Archives Center for a chance to meet and talk shop. Conversation, refreshments, and the added attraction of a tour at each host repository have since carried the group through its first three years with a minimum of formal structure. The mailing list is passed from one host archivist to the next, and an invitational mailing goes out several weeks ahead. Attendance usually runs 35 to 50 people for each meeting.

The mailing list has grown to over 90 people, representing about 50 archives in southeastern Pennsylvania and Delaware. Until this Spring, the group's organizers, Fred Miller and Bob Plowman, remained its steering committee, finding a site and ascertaining a date for each gathering. This responsibility now rests with a program committee, consisting of Joe Anderson, President (The Balch Institute for Ethnic Studies), Judy Felsten (The Balch Institute), Ken Fones-Wolf (Urban Archives), Carol Spawn (Presbyterian Ministers Fund), and Erika Miller. Archivists who would like to host can contact any committee member. Questions and comments can also be directed to any of them.

The July meeting was held at the Chester County Historical Society, West Chester, PA. The September meeting will be held at the Presbyterian Ministers Fund in center city Philadelphia.

The meetings have proven to be an excellent opportunity for meeting other archivists, and to see local archives programs in all stages of development. Contact Joe Anderson at (215) 925-8090, or at The Balch Institute, 18 South 7th Street, Philadelphia, PA 19106.

District of Columbia

DC ARCHIVISTS' WORKSHOP-INTRODUCTION TO MICROGRAPHICS

On Thursday, March 31, more than twenty members of the DC Archivists assembled at the National Archives for a stimulating one day workshop on micrographics. George Vogt, of NHPRC, Albert J. Lombardos, of Eastman Kodak, and Lee Pendergraft, of National Micrographics, Inc., stitched a broad tapestry displaying the various aspects of the field.

In his opening speech, Mr. Vogt introduced the participants to both the field and to its main components. A short audiovisual presentation traced the background of today's micrographics, from the seige of Paris in the 1870s to World War II's V-mail. Upon its conclusion, film types, modes, cameras and forms of microfiche were described in general detail.

Following this presentation, a short, yet rewarding, tour of NARS' micrographic filming unit was given. Upon return from the tour, Mr. Lombardos concluded the morning sessions. He described, in greater detail than Vogt, the workings and advantages and disadvantages of the rotary, planetary, step and repeat cameras and computer output microfilm. News of Kodak's entrance into the optical disk arena was announced at the conclusion of his talk.

Vogt opened the afternoon sessions with a detailed talk of not only why a library or archives should microfilm material, but also traced how this should be done. He spoke from both his own knowledge and from NHPRC aided projects.

Speaking last was Mr. Pendergraft. Development and use of standards for film, fiche, and storage facilities, as emphasized by him, enabled those present to judge the adequacies of their own institutions.

New Jersey

At the recent New Brunswick meeting, the New Jersey caucus accepted an invitation to visit and to tour the new Methodist Church archives at Drew University in Madison, New Jersey. The planned visit is tentatively scheduled for Tuesday, September 27, 3-5 p.m.

New York

ARCHIVISTS ROUNDTABLE OF METROPOLITAN NEW YORK

The Archivists Roundtable of Metropolitan New York was formed four years ago. It is an informal organization of nearly 200 practicing archivists from the New York City area. The membership includes representatives from institutions in all five boroughs of New York and from Long Island. Those institutions include cultural, academic, religious, business, government, and other concerns.

Monthly meetings are held in area repositories. The meetings are intended to bring archivists in the area together to meet each other and to discuss individual and professional concerns. A social hour usually precedes the topical event of the evening, i.e., a guest speaker and a panel discussion, or a tour and description of a particular repository.

This year, programs have included a panel on confidentiality at Teachers College, Columbia University;

a tour and demonstration at the Dance Notation Bureau; a program on the New York State Historical Records Survey at the New York Public Library; a tour of the Fraunces Tavern Museum; a roundtable discussion on mission and goals for the archival profession at the School of International Affairs, Columbia University; a seminar on information systems for managers of archives at the New York Hospital, Cornell Medical Center Archives; and the annual picnic and softball game at Riverside Park.

The current officers are Anne Van Camp, Chairperson; Adele Lerner, Vice Chairperson; and Susan Cook Summer, Secretary/Treasurer. Dues are \$3.00 per year.

FOR THE RECORD

For the Record is a new newsletter issued by the State Archives and the State Historical Records Advisory Board. The newsletter will be published three times per year and is distributed to state agencies, local governments, historical records repositories, and library, history, and archival organizations. Copies are also sent to all other state archives in the nation. The newsletter will provide useful information to government officials, to researchers interested in the holdings of the State Archives, and to the broad community of individuals and programs concerned about the preservation and use of historical records in New York State. Please contact Richard Andress, editor for further information.

CONSERVATION ADMINISTRATION TRAINING PROJECT

The New York State Archives and the New York State Library have begun a statewide conservation administration training and planning project. The goal is to improve programs for the preservation of New York's historical records and library materials. The project, partially funded by a grant of \$52,540 from the National Endowment for the Humanities, includes four workshops to be held in Albany during 1983 and 1984. Each three day workshop will cover methods for determining and analyzing conservation needs, setting priorities, selecting cost effective options to meet those needs, and incorporating preservation concerns into all institutional procedures for library and historical records holdings. Each workshop will accommodate 25 participants from across the state.

MICROFILM GRANT AWARDED

The State Archives has been awarded a grant of \$135,963 by the National Endowment for the Humanities to arrange, produce finding aids, and microfilm over 500 cubic feet of records dating from the colonial period to the early 20th century. The records were selected primarily for the research value of the information they contain on New York's people and the impact of government programs on their lives. The project aims to encourage and facilitate historical research on New Yorkers and their government by making the microfilm widely known and easily available,

especially to the large research community in New York City. The project is expected to take two years to complete.

REGENTS CALL FOR STRONGER NHPRC, INDEPENDENT NARS

In their 1983 legislative recommendations brochure, New York's Board of Regents includes a call for expansion of the NHPRC record grants program, noting its continuing contribution to addressing historical records needs in New York and across the nation. They also advocate independence for the National Archives, citing the incompatibility between the Archives' records preservation efforts and the GSA's housekeeping responsibilities. The Regents oversee New York's educational institutions and are the governing body of the State Education Department, which includes the State Archives. Their legislative proposals have been sent to New York's congressional delegation.

DIRECTORY OF N.Y. AREA CONGRESSIONAL PAPERS

The Department of Special Collections at the State University of New York at Stony Brook is progressing on the *Directory of New York Metropolitan Area Congressional Papers, 1946-1980*. It is expected to be published in the coming year.

Pennsylvania

The Pennsylvania Caucus devoted the bulk of its meeting to a presentation by Lee Stout, Penn State University Archivist, on the findings of the State Assessment and Reporting Grant Project. Major issues include the problems resulting from the separation of archival and records management responsibilities in separate state agencies and the growing interest in having local governments assume more responsibility for caring for their historical records. Four Pennsylvania counties have already established various types of county archives and the State Archives is attempting to develop model approaches for local governments to speed the creation of such facilities.

The historical records repositories and statewide services sections of the report were of particular interest to Caucus members. The results of a questionnaire gathering data from 107 repositories were reported and form the basis for recommendations to be adopted and implemented by the State Historical Records Advisory Board. Among the implicit and expressed needs are for continuing education for historical records personnel, a more comprehensive approach to the conservation needs of repositories, an effort to develop an increased level of repository reporting to NUCMC and other media for communicating to user communities, and to begin to study the possibilities of the development of a statewide automated historical record material data base. The final report of the study and its recommendations will be published this summer and widely disseminated to the archival community in the state.

GUIDELINES FOR SECURITY MICROFILM OF LOCAL GOVERNMENT RECORDS

The State Archives has recently issued guidelines for the creation of security microfilm copies of permanently valuable county and municipal records. On the recommendation of the Archives, the microfilm standards statement was adopted as an administrative rule and regulation by the Commonwealth's County and Local Government Records Committee.

Virginia

COLONIAL RECORDS PROJECT TRANSFERRED TO ARCHIVES

Effective July 1, 1982, the Colonial Records project was transferred from the Virginia Independence Bicentennial Commission to the Archives Branch. The two positions associated with the project and the responsibility for the compilation of survey reports of records in European repositories relating to Colonial Virginia and indexing these reports are now administratively part of the Archives and Records Division. Microfilm copies of the records will be secured as funds permit.

NHPRC GRANT

The National Center for State Courts, Williamsburg, VA, received \$50,000 to gather information on court record retention schedules, prepare comparative matrices, and publish the results.

VIRGINIA CAUCUS ORGANIZATIONAL MEETING

The Virginia Caucus had an organizational meeting April 29, 1983, at the Archives of Virginia State University, Petersburg, Virginia. Lucious Edwards, Jr., Virginia State Representative, chaired the meeting which grew out of discussions at previous MARAC meetings. As a result of these meetings, a survey was conducted which included both MARAC and non-MARAC archivists working in Virginia. The survey response was above average and produced several interesting projects which will be undertaken in the future.

Jodi Koste (VCU/MCV) was elected secretary of the Virginia Caucus and editor of the *Virginia Caucus Newsletter*.

* * *

The Virginia Caucus will hold a workshop and general tour on September 23, 1983 at the University of Virginia in Charlottesville.

The workshop will include the use of computers in an archives and possibly a basic session on in-house conservation. For more information, contact Ervin L. Jordan, Alderman Library, University of Virginia, Charlottesville, VA 22901.

West Virginia

REVENUE SHORTFALL FORCES CUTS

Due to a projected shortfall for FY 1982-83, Governor Jay Rockefeller ordered all state agencies to reduce their budgets by ten percent. As a result, the Department of Culture and History was forced to make cuts in all aspects of its budget. Four full-time employees were laid off, including one in the Archives and History Division, funds for part-time Summer help were eliminated, and travel, equipment purchases, and some printing jobs were cancelled for the remainder of the year. Funds for highway markers were also rescinded.

PEOPLE

The Delaware caucus is sorry to be losing one of its most active members. BARBARA HEARN has resigned from Winterthur, where she has been the archivist since 1971. After the death of Henry Francis du Pont, Barbara was hired to collect, organize and administer his papers. She leaves behind a valuable collection which is attracting increasing numbers of outside users and which will always be the cornerstone for research about the museum and gardens. Barbara's accomplishments at Winterthur have included the direction of an NHPRC grant project in 1980-82 and the initiation of a records management program for the museum.

Barbara also served MARAC well. She was steering committee chair from 1977 to 1979, Delaware state representative, 1974-77, head of local arrangements for the Wilmington meeting in 1976, chair of the program committee for the Ocean City meeting in 1982, a panelist on three occasions, and a member of more committees than she could easily remember. But most important, Barbara has been a loyal member of the Delaware caucus. She is a firm believer that MARAC has a responsibility to make its resources available to volunteers as well as professionals in small and large repositories throughout our area. Her efforts to keep our members active locally have benefitted all of us and our institutions.

Those of us who know how much Barbara enjoys animals were not surprised to hear that her next position will be with a veterinarian in Ocean City, MD. We wish Barbara the best of luck in her new profession.

* * *

RICHARD COX of the City of Baltimore and long-time active MARAC member has become head of the Government Records Division, Alabama Department of Archives and History.

* * *

ANNE EFFLAND's second child, Jacob Frederick Wallace Effland, was born May 26, 1983. She now has two very happy and healthy boys. Her husband

will be attending graduate school in soil science at Iowa State University in Ames beginning in August. Her plans are to be a full-time mother for six months or so and then look for work as a public or academic historian, with the hope that her newly acquired M.A. in History will help her win a good position. Her first preference is to work on an historical editing project but, if that is not possible, she is quite open to any kind of professional historical work.

Since Ames is only 250 miles from Minneapolis on a direct interstate connection, Anne plans to be at the SAA meeting this Fall and hopes to see some of her old MARAC friends there.

Her new address is: 403 N. Dakota Avenue, Ames, Iowa 50010

* * *

FRANCES M. SEEGER recently has been promoted to Senior Supervisory Archivist at the Franklin D. Roosevelt Library in Hyde Park, New York.

* * *

MEYER FISHBEIN would appreciate information on programs and courses for educating and training archivists in automated techniques. Data about in-house training programs and appropriate courses offered by governmental agencies, universities, and vendors of software and hardware are being sought. His report on the state-of-the-art and recommendations for curricula will be published by the International Council on Archives and will be a topic at its Congress in 1984. Submissions should be addressed to him at 5005 Elsmere Avenue, Bethesda, MD 20814.

* * *

LEONARD RAPPORT, an archivist in the Civil Archives Division of the Office of the National Archives, discussed "trouper and pitchmen" in an interview aired recently by National Public Radio. Rapport, a former writer and interviewer for the WPA Federal Writer's Project, discussed his experiences and travels with pitchmen and medicine showmen in the South in the 1930's. The Rapport interview is available on cassette from NPR as part of the award-winning series, *First Person America: Voices from the Thirties*. For more information, write National Public Radio - Publishing, 2025 M Street, N.W., Washington, DC 20036.

* * *

ELSALYN P. DRUCKER, Library Director of the Ann May School of Nursing at Jersey Shore Medical Center in Monmouth County, NJ, has been appointed Archivist for the Health Science Library Association of New Jersey, which was established in 1972 and represents 140 health science institutions in that state.

A MARAC member since 1974, Elsalyn was one of thirteen recipients in New Jersey to receive a teaching grant from the New Jersey Historical Commission for

a project entitled, *Ann May School of Nursing: a visual history 1904-1983*. Utilizing the archives she maintains for the school and alumnae association, she will prepare a slide presentation to expand the awareness and interest of the incoming students to its history.

This was Elsalyn's third grant for projects in women's history. In 1977 she received a teaching grant for a course called *Move Over Molly Pitcher*, to show women in Monmouth County's early history and a 1979 research grant for *Legacy of Seabrook Women to Keyport, NJ*. Original manuscript materials were used from women's history collections from within New Jersey for these projects. In 1977, Elsalyn spoke on her work at the MARAC Spring Conference held in Atlantic City.

EMPLOYMENT OPPORTUNITIES

ARCHIVIST, WINTERTHUR MUSEUM AND GARDENS.

Responsible for the management and direction of the historical records program in accordance with the statutory regulations, institutional policy, accepted archival standards and procedures, and the SAA code of ethics. Administrative duties include planning and evaluation of goals and priorities; work and space planning for processing; storage and use of records; staff supervision and instruction; reporting, budgeting, special funding and cost analysis; educational and public relations activities; and planning and implementation of preservation activities. Responsible for development and operation of the Archives, including appraisal and accessioning, arrangement and description, security and preservation, reference and access, publications and public programs, record-keeping and clerical functions. Requires Bachelor's degree and graduate or post-graduate degree in Archives, plus 3-5 years of archives experience. Send resumé with salary requirements to: Personnel Manager, Winterthur Museum, Winterthur, DE 19735. An equal opportunity employer.

* * *

COMING ATTRACTIONS

The next issue of *maa* will feature three *Preservation News* articles including *Spots and Boxes* by Ellen McCrady; *Preliminary Care of Sound Archives* by Patricia Freedman; and *News and Reading* by Susan Swartzburg.

Also featured will be an update on the shelving collapses at the Rutgers University Libraries Annex and at the New Jersey State Records Center.



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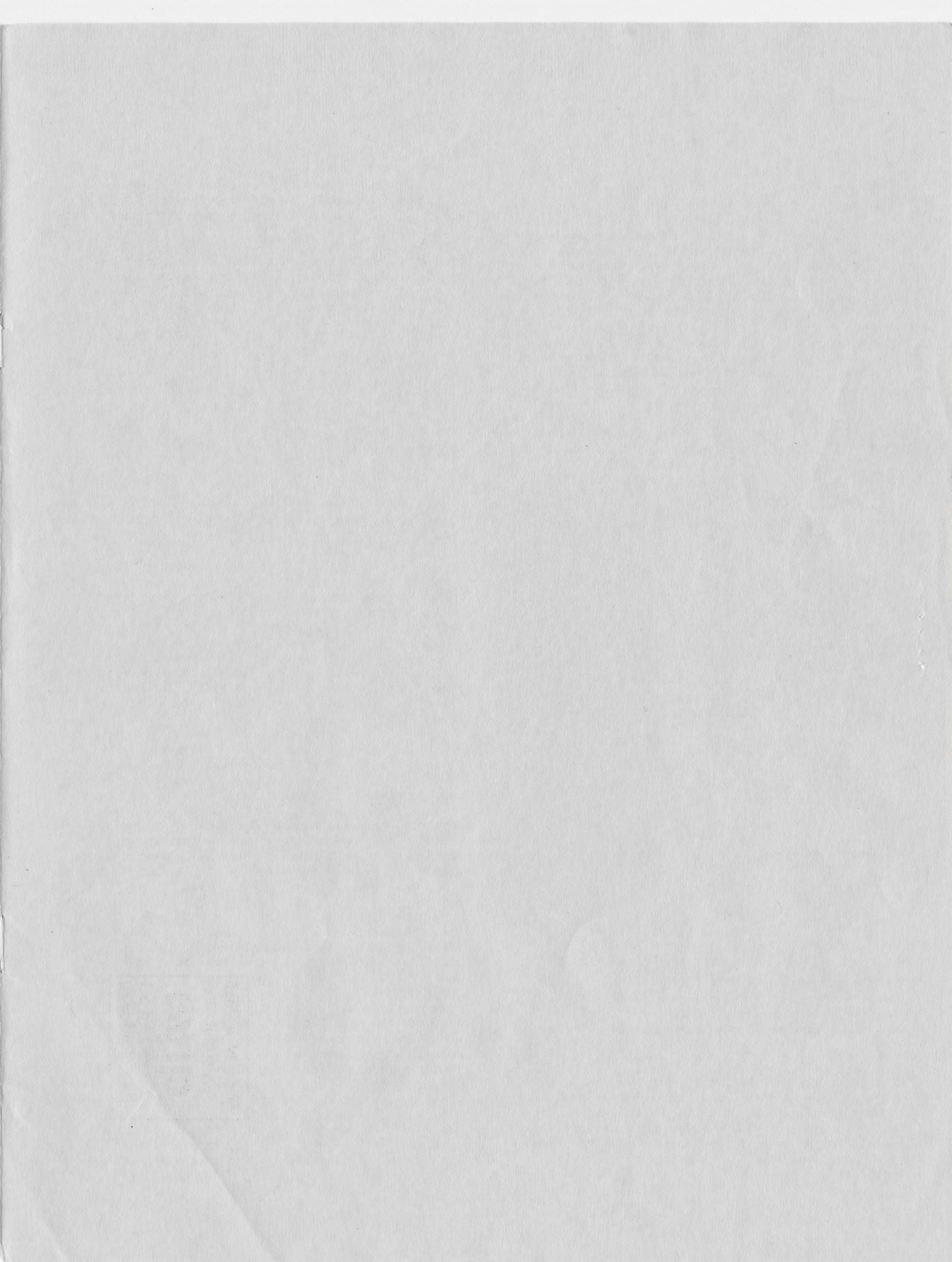
The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual, and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are \$5.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to *maa* for \$5.00. Requests for back copies of *maa* (\$1.25 each copy) and membership applications should be addressed to: Laura Grotzinger, MARAC Secretary, 1509 Country Lane, West Trenton, NJ 08628.

Items submitted for *maa* publication should be typed and double-spaced. Send material to: Ronald L. Becker, Department of Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903. Telephone (201) 932-7006/7527. Deadlines are the first of March, June, September and December.

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